AGENDA
SCHOOL COMMITTEE MEETING
FAIRHAVEN PUBLIC SCHOOLS
128 WASHINGTON STREET
FAIRHAVEN, MASSACHUSETTS 02719

FAIRHAVEN HIGH SCHOOL
BERNARD F. RODERICK LIBRARY
12 Huttleston Avenue, Fairhaven
Wednesday, May 25, 2016
6:30 p.m.

1. CALL TO ORDER

2. ROLL CALL OF COMMITTTEE MEMBERS

3. DELEGATIONS, VISITORS, ETC

4. APPROVAL OF MINUTES
   May 17, 2016-Regular Session Minutes

5. PUBLIC COMMENT

6. REPORT OF THE STUDENT ADVISORY COMMITTEE

7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT
   Receive information regarding District's Teaching & Learning Plan
   Receive update regarding Student Services Plan
   Receive and place on file revised Administration Regulation JH-R- Student Absences and Excuses
   Discuss upcoming events:
   Next School Committee Meeting is June 8, 2016

8. UNFINISHED BUSINESS
   Vote to adopt on second reading revised Policy-JJF Student Activity Accounts

9. NEW BUSINESS
   Receive on 1st reading revised Policy JH- Student Absences and Excuses

10. QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

11. EXECUTIVE SESSION

12. ADJOURNMENT

ADMINISTRATIVE REGULATION JH-R

STUDENTS- STUDENT ABSENCES AND EXCUSES

Excused absences - Official documentation (A-DU)

Unexcused absences - Notification from a parent/guardian, but does not include official documentation. (A-PC)

ELEMENTARY SCHOOL

1:0 PROCEDURE

1:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system on a monthly basis.

1:2 The building principal or his/her designee will contact a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within three (3) days of the absence.

1:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

1:4 The building principal or his/her designee shall make a reasonable attempt to meet with the parent or guardian to develop action steps for student attendance.

1:5 The building principal or his/her designee will monitor and assess further absences, if a student reaches ten (10) unexcused absences, a letter will be sent to parents/guardians detailing the attendance concerns, outlining possible courses of action, and a scheduled meeting date.

1:6 The building principal or his/her designee shall meet with the parents/guardians regarding possible courses of action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

1:6.1-Department of Children and Families (DCF)
1:6.2-New Bedford Youth Court
1:6.3-Child Requiring Assistance (CRA)
1:6.4-Retention

MIDDLE SCHOOL

2:0 PROCEDURE

2:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system.

2:2 The building principal or his/her designee shall assess each student's situation after three (3) consecutive or accumulated unexcused absences and send a letter of concern to the parent(s)/guardian(s) detailing the attendance concerns.

2:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

A letter will be sent to the parent(s)/guardian(s) of the student requesting a meeting to discuss the absences and a course of action to change behavior.

2:4 The building principal or his/her designee shall assess each student's situation after ten (10) consecutive or accumulated unexcuses absences. Another letter will be sent detailing concerns and previous meetings.

The building principal or his/her designee shall meet with the parent(s)/guardian(s) regarding possible disciplinary/corrective action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

2:4.1- Department of Children and Families
2:4.2- New Bedford Youth Court
2:4.3- Child Requiring Assistance (CRA)

HIGH SCHOOL

3:0 PROCEDURE

3:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system.

3:2 The building principal or his/her designee shall assess each student's situation after three (3) consecutive or accumulated unexcused absences and schedule a meeting with a member of the attendance committee.

3:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

The student will receive a letter one explaining the attendance policy and its provisions notifying the parent(s)/guardian(s) of the impending loss of credit and to review possible remedies to improve the student's attendance.

3:4 The building principal or his/her designee shall assess each student's situation after seven (7) consecutive or accumulated unexcused absences and schedule a CAP meeting (*Change Attendance Performance*) with the student and a member of the attendance committee.

3:5 The building principal or his/her designee shall assess each student's situation after nine (9) consecutive or accumulated unexcused absences. The student will receive a letter

two explaining that due to excessive absences, (*accruing nine absences*), credit loss has occurred. A student can apply for an appeal and possible credit restoration.

3:6 The building principal or his/her designee shall meet with the parent(s)/guardian(s) regarding possible disciplinary/corrective action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

3:6.1- Department of Children and Families
3:6.2- New Bedford Youth Court
3:6.3- Child Requiring Assistance (CRA)
3:6.4- Appeals Process (FHS only)
3:6.6- Loss of credit (FHS only)

S.C. Received: May 14, 2008

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.

2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.

3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent or Business Administrator. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Business Administrator and/or the Principal. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed $25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

File: JJF

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than one year from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

File: JH

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The committee does recognize that parents of children attending our schools have special rights as well as responsibilities. One is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused **temporarily** from school attendance for the following reasons:

- Illness or quarantine.
- For a school sanctioned activity.
- Bereavement or serious illness in family.
- Weather so inclement as to endanger the health of the child.
- For observance of major religious holidays.
- For all Legal Issues (documentation from the court required)

A child may also be excused for other exceptional reasons with approval of the school administrator or designee.

It is the policy of the Fairhaven Public Schools and a law of the Commonwealth of Massachusetts that every child between the ages of six and sixteen must attend school.

A student's understanding of the importance of day-to-day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide an explanation either in writing, by phone, or in person for the absence, tardiness or an early dismissal of a child. Failure to comply with this regulation could result in disciplinary action.

In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement, certifying such absences to be justifiable.

Student Absence Notification Program (Chapter 76, Section 1B)

Each principal or designee will notify the parent or guardian within three (3) days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal and/or designee, the student, and the student's parent/guardian. Those involved may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing and nonprofit agencies.

Dropout Prevention (Chapter 76, Section 18)

No student who has not graduated from high school shall be considered permanently removed from school unless the principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of the unexcused absences. The

notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate that the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed fourteen (14) days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent or designee has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Make-up Opportunities:

All children enrolled in the Fairhaven Public School system shall be given the opportunity to make-up work missed.

SOURCE: MASC

LEGAL REFS.: M.G.L. 76:1; 76:1A, 76:1B, 76:18, 76:2; 76:16

Adopted: February 27, 2008